



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF PLANNING AND BUDGET**

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**M E M O R A N D U M**

**TO:** All State Agencies  
**FROM:** Ray L. Stockstill  
Director  
**DATE:** September 30, 2005  
**SUBJECT:** Form BA-22 for Contracts

Part of the review of all State Contracts is the review of Form BA-22. **Per Title 4. Part V. Chapter 23 – PPM Number 61. Section 2305.A.:**

*"The Form BA-22 PS is designed to give the Budget Office the required information needed to give budgetary approval."*

Over the past several years each department has developed its own version of the BA-22. OPB has re-designed the BA-22 to include information that is pertinent and necessary in the review and approval process.

Effective immediately all subsequent contracts submitted to the Office of Contractual Review which require OPB review must contain this revised BA-22. If a properly executed BA-22 is not attached, the contract will be returned **Per Title 4. Part V. Chapter 23 – PPM Number 61. Section 2303.A.**, without action. Title 4. Part V. Chapter 23 – PPM Number 61. Section 2303.A states the following:

*"The Office of Contractual Review is hereby directed to return, without action, any professional service agreement received without a properly executed BA-22 PS attached."*

**Contracts already en-route to OCR will be processed even if the revised BA-22 is not used. However, effective December 1, 2005, all contracts requiring OPB approved must contain the revised BA-22.**

This memorandum and the revised BA-22 form are now available on the OPB Website. The BA-22 form is also available on the Office of Contractual Review's website. In addition, a copy has been attached to this e-mail.

Please forward any questions you have to the appropriate Office of Planning and Budget analyst.

RS/mrm